



## QUESTIONS AND ANSWERS REGARDING THE ANNUAL BOARD CERTIFICATION FORM posted 3/21/2018

### **1. Why am I receiving this Board Certification Form?**

Per the Board's Bylaws, it is a requirement of membership that the Designated REALTOR® (meaning the Principal Broker or Principal Appraiser) of each office file this form with us annually.

### **2. When is this form due?**

3/31/2018.

### **3. What happens if I do not return this form?**

You are subject to suspension for failing to meet the requirements of membership.

### **4. I've completed the form. Now where do I send it?**

Fax it to our office at (888) 909-6406, email it to [info@ricabor.realtor](mailto:info@ricabor.realtor) or mail it to RICABOR, 365 Eddy Street, Suite 1, Providence, RI 02903 by 3/31/2018.

### **5. How do I log into the member portal on [www.ricabor.realtor](http://www.ricabor.realtor)?**

Click on the "member login" photo (with the key) in the middle of the screen. Enter your confidential username and password, which was previously provided to you. If you can't find your username, you can [click here to look it up](#) and then ask for your password to be emailed to you.

### **6. I've had no changes to my office roster since I filed this form last year. Do I still have to complete it?**

Yes. Simply complete Section A and the bottom of the form.

### **7. I am the only licensee in my office. Do I still have to complete it?**

Yes. Simply complete Section A and the bottom of the form.

### **8. I have part-timers and licensed assistants affiliated with me. Do I have to list them on the form, too?**

Yes. All licensees (including appraisers, real estate sales and real estate brokers) that are affiliated with you need to be listed on this form regardless of their specialty or work status.

### **9. Do you require an original signature?**

Faxed or emailed copies of the Board Certification Form, as prepared by the Designated REALTOR® will be accepted.

### **10. Can I just send you a copy of my office roster?**

Yes but be sure to complete the bottom half of the Board Certification Form and attach the printout of your office's roster to the form when you return it to us.

### **11. I am the Designated REALTOR® and I just became a member between 1/1/2018 and 3/19/2018 and I filed this form between those dates. Do I still need to file this form?**

No.

### **12. What is the Limited Function Referral Office (LFRO) Form?**

If the Designated REALTOR® has a direct or indirect ownership in a firm, which is engaged exclusively in soliciting and/or referring clients and customers to a REALTOR® firm on a substantially exclusive basis, then the Designated REALTOR®/Principal is also required to [complete and return this form](#) to us on an annual basis. All licensees affiliated with that firm must be listed and submitted by 3/31/2018 also.

**13. I belong to another Board and filled out a similar form for them. Can I just send you a copy of that?**

Only the Rhode Island Commercial and Appraisal Board of REALTORS'® 2018 Board Certification Form will be accepted.

**14. I am a Principal/Appraiser – not a Broker. Do I still need to complete the Board Certification Form?**

Yes, you are the Designated REALTOR® of the firm and must complete the form. The term REALTOR® isn't a synonym for real estate broker or real estate salesperson. A REALTOR®, simply put, is an individual who has voluntarily sought membership in the REALTOR® Association and abides by the Code of Ethics of the NAR. A REALTOR® is someone who is licensed (i.e. salesperson, broker, appraiser, auctioneer, property manager). Here at RICABOR, we are sensitive to the fact that you are licensed as an Appraiser and make every possible attempt to address you as such in our correspondence with you.

Questions? Please call 401-274-8386.

*RICABOR leads, supports, and inspires excellence in its members through education, advocacy and business development. (2018)*